
Permit Parking



Special Note:

As from 17 January 2011, the RTA is adopting the Austroads Guides (Guide to Traffic Management) and Australian Standards (AS 1742, 1743 & 2890) as its primary technical references.

An RTA Supplement has been developed for each Part of the Guide to Traffic Management and relevant Australian Standard. The Supplements document any **mandatory** RTA practice and any complementary guidelines which need to be considered.

The RTA Supplements **must** be referred to prior to using any reference material.

This RTA document is a complementary guideline. Therefore if any conflict arises, the RTA Supplements, the Austroads Guides and the Australian Standards are to prevail.

The RTA Supplements are located on the RTA website at www.rta.nsw.gov.au



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Readers should check the RTA web site (details above) for amendments to this manual.

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Amendment record

Please note that the following updates have been made to this document.

Amendment No	Page	Description	Issued	Approved By
1	12	Section 9.6 updated	April 2005	R O'Keefe Mgr Policies & Guidelines
2	10	Section 9.3 - Number of permits that can be issued expanded to include more than three, subject to RTA approval.	June 2010	R O'Keefe Mgr Policies & Guidelines



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1. Introduction

The Roads and Traffic Authority NSW (RTA) has prepared this manual in consultation with the NSW Police Service, representatives of metropolitan councils and the Local Government and Shires Association.

This manual supersedes *Permit Parking*, Version 1.0, June 1997.

Permit parking schemes are intended to give priority parking to those who may be disadvantaged by others taking the limited parking space available.

Permit parking schemes have been very successful and this manual builds on that experience and feedback over the years.

In 1999 the national road rules were introduced and associated state legislation were enacted. This manual is in accordance with the:

- *Australian Road Rules*, October 1999
- *Road Transport (Safety and Traffic Management) Act 1999*
- *Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999*.

This legislation introduces the term: *parking authority*. See Section 2, *Definitions*. This allows organisations other than councils to establish and operate permit parking schemes on their own land under special conditions. RTA or council prior approval is required.

This manual also includes special event parking schemes. This scheme was primarily introduced to improve the amenity of residents living near *Sydney 2000 Olympics Games* venues, in particular Homebush Bay. There will be very limited use for this scheme outside that precinct.

It is important that any parking demand strategy should be consistent with the land transport strategy for the area, especially public transport. A pricing strategy can also be put in place to control parking in an equitable way.

This manual outlines aspects of responsibility, planning, eligibility, parking permit design, establishment, operation, enforcement, approval and funding of permit parking schemes.

Also this manual provides procedures to establish commuter parking schemes (CPSs). At this stage council can only introduce CPSs on a trial basis.

The procedures in this manual are mandatory.

2. Definitions

In this manual the following definitions apply:

area of operations – defined in the *Dictionary*, Part 1, of the *Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999*.

ARR – Australian Road Rules, October 1999.

authorised officer – a police officer or a person employed by a parking authority as an enforcement officer. See *Road Transport (General) (Short Descriptions and Penalty Notice Offences) Regulation 1999*.

BPS – Business Parking Scheme.

classified road – any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act 1993*, Part 5 for further details.

council – the council of a local government area.

CPS – Commuter Parking Scheme.

declared organisation – an organisation listed in STMR Schedule 3.

motor vehicle – a vehicle that is built to be propelled by a motor that forms part of the vehicle.

park, parking or parked – the driver stops a vehicle and allow the vehicle to stay (whether or not the driver leaves the vehicle).

parking area – a pay parking area, permissive parking area or a special event parking area. Refer also to STMR 124 (6).

parking authority – a council or a declared organisation as defined in the *Dictionary*, Part 1, of the STMR.

parking permit – a permit issued by a council or a declared organisation under STMR clause 124. For brevity a parking permit is often simply referred to as a permit in this manual.

pay parking space – part of a road or road related area where a meter, ticket or coupon parking space has been installed by the parking authority and where parking may be paid for by means approved by RTA. See RTA's *Pay Parking* manual.

permissive parking area – part of a road or road related area to which a permissive parking sign applies.

permissive parking sign – a traffic sign of the kind referred to in ARR rule 204.

PPS – Permit Parking Scheme.



road and road related area – has the same meaning as it has in ARR rules 12 and 13. Each reference to a road includes reference to a road–relates area unless otherwise expressly stated.

roads authority – the person or body that is responsible for a particular public road. See *Roads Act 1993*, for further details.

RPS – Resident Parking Scheme.

RTA – Roads and Traffic Authority NSW.

STMR – *Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999*.

RVPS – Residents Visitors Parking Scheme.

SEPS – Special Event Parking Scheme.

STM Act – *Road Transport (Safety and Traffic Management) Act 1999*.

truck – a motor vehicle with a GVM (gross vehicle mass) over 4.5 tonnes, except a bus, tram or tractor.

3. Objectives

PPSs are intended to:

- improve amenity for particular classes of road user who do not have sufficient off–street parking facilities or unrestricted on–street parking facilities available
- provide equitable on–street parking space for road users
- provide parking schemes to cope with extreme demands for parking that would otherwise be placed on the road system
- provide an appropriate mix of on–street parking spaces in residential streets and in streets close to commercial centres
- support regional transport objectives and strategies that have been framed with commuters in mind
- increase public transport usage by converting those unrestricted kerbside parking spaces in residential areas into restricted parking spaces such as permissive parking spaces or pay parking spaces where appropriate.

4. Legislation

The following legislation is pertinent to permit parking.

STMR clause 122 empowers RTA to establish and operate special event parking schemes on any road.

STMR clause 123 describes special event parking areas and associated signs.

STMR clause 124 (1) provides that a parking authority may issue a parking permit authorising the parking of a vehicle without charge or time restrictions in a designated parking area or a road as specified on the permit.

STMR clause 124 (2) classifies parking permits. For details, see Section 5, *Permit parking schemes*.

STMR clause 124 (3) (a) provides that a residents visitor parking permit must specify the address of the resident who holds or is eligible to hold the permit. For details, see Section 10, *Parking permit design*.

STMR clause 124 (3) (b) provides that other parking permits must specify the registration number of the vehicle to which it relates. For details, see Section 10, *Parking permit design*.

STMR clause 124 (4) provides that a parking authority must not issue a parking permit except in accordance with this manual.

STMR clause 124 (5) (a) designates a parking space or an area in which the parking space is located for holders of a business, commuter or special event parking permit if the parking sign includes the words PERMIT HOLDERS EXCEPTED.

STMR clause 124 (5) (b) designates a parking space or an area in which the parking space is located for holders of a resident or residents visitor parking permit if the parking sign includes the words PERMIT HOLDERS EXCEPTED or AUTHORISED RESIDENTS VEHICLES EXCEPTED. Use of the legend AUTHORISED RESIDENTS VEHICLES excepted allows older signs to be still used, see Section 17, *Parking signs*.

STMR clause 124 (6) defines the terms *parking area* and *permissive parking area*. See Section 2, *Definitions*.

STMR Schedule 3 lists declared organisations.

Section 50 of the *Transport Administration Act 1988* and the current instrument of delegation to council gives council the authority to install prescribed traffic control devices in accordance with RTA's *Regulatory Signs* manual. See Section 15, *Approval procedures*.

5. Permit parking schemes

5.1 Types of permit parking schemes

Parking authorities may implement five types of scheme, subject to certain conditions and approvals.

A parking permit issued by a parking authority under any of the following schemes exempts the permit holder from charge or time restrictions while parked in a PPS:

- **Business Parking Scheme (BPS)** Used where business people have no off-street parking and have difficulty parking near their business premises.
- **Commuter Parking Scheme (CPS)** Used to attract commuters to walk or to use public transport for part of their journey to work.
- **Resident Parking Scheme (RPS)** Used where residents have limited off-street parking and have difficulty parking near their residence.
- **Residents Visitors Parking Scheme (RVPS)** Similar to RPS, but used to allow a visitor to attend the residence.
- **Special Event Parking Scheme (SEPS)** Used where parking from a major venue spills into a substantial adjoining area affecting residences or businesses.

5.2 Classes of permit

There are five corresponding classes of parking permits:

- business
- commuter
- resident
- residents visitors
- special event.

6. Responsibilities

6.1 RTA

RTA administers road transport legislation. This includes parking permits and issuing this manual.

RTA must give approval to a:

- trial CPS, see Section 16, *Commuter parking trial*
- PPS on a classified road.

RTA's responsibility is to give advice on matters relating to traffic management, traffic efficiency and safety including proposals involving parking schemes on roads and road related areas, either directly or through the Local Traffic Committee.

Where necessary, RTA will arbitrate and make a determination when parking authorities and/or stakeholders are not in agreement.

6.2 Council

With the approval of RTA, council may establish and operate a:

- trial CPS. See Section 16, *Commuter parking trial*
- PPS on a classified road.

Council may approve, establish and operate PPS's on roads and road related areas within their area of operations, in accordance with the instrument of delegation issued under Section 50 Transport Administration Act 1988 and this manual.

Before establishing PPS's on roads and road related areas, council must conduct parking studies, undertake planning and appropriate advertising.

Council has the responsibility for the provision and maintenance of parking control signs on all roads and road related areas within a PPS for which it is the roads authority.

Council must bear all costs associated with a PPS. This includes administration, enforcement and the provision and maintenance of parking signs. See Section 18, *Funding*.

6.3 Declared organisation

Declared organisations are listed in STMR Schedule 3. A declared organisation is a parking authority.

A declared organisation may establish and operate a PPS on roads and road related areas with the approval of RTA or council. Permits issued must be in accordance with this manual. See also Section 8, *Features*.



RTA approval is required for a PPS on a classified road.

Declared organisations may establish and operate a SEPS on roads and road related areas within their area of operations and in special circumstances outside their area of operations:

- (a) with the approval of RTA
- (b) with the consent of the adjoining parking authorities, if the proposed scheme is outside the declared organisations area of operations
- (c) in accordance with this manual.

Before establishing a PPS on roads and road related areas, a declared organisation must conduct parking studies, undertake planning and appropriate advertising.

A declared organisation must bear all costs associated with a PPS. This includes administration, enforcement and the provision and maintenance of parking signs. See Section 18, *Funding*.

6.4 Police Service

The Police Service is responsible for ensuring consistency and uniformity in the application of traffic management principles and parking enforcement across the state. Enforcement of PPSs on roads and road related areas is the responsibility of the Police Service. Under the *Road Transport (General) (Short Descriptions and Penalty Notice Offences) Regulation 1999*, parking authorities can enforce the ARR and STMR governing pay parking and permit parking schemes on a road and road related area subject to appropriate training by the Police Service.

In addition to the overall responsibility for the enforcement of the ARR and STMR, the Police Service will provide expert advice to parking authorities on traffic management, safety and efficiency either directly or through the Local Traffic Committee.

7. Planning

It is important that parking authorities conduct parking studies and undertake appropriate planning before a PPS is introduced. Such planning should include formulation of strategic transport planning policies. In particular, policies are required to cover schemes on a street-by-street basis or on a network of streets (area-wide) basis.

Parking authorities must consult with appropriate organisations such as adjoining parking authorities, the Department of Transport, RTA and the Police Service before establishing a PPS. This consultation is in respect of any parking issues arising from the introduction of the PPS. Other groups that should also be consulted include local residents associations, special event organisers, local chamber of commerce and commuter groups.

A parking authority may introduce PPSs on road and road related areas on land not owned by the parking authority subject to the prior approval of:

- the land owner, and
- approval by RTA.

It is expected that PPSs will not be introduced in rural areas.

8. Features

8.1 Common features

The following are common features of all PPSs:

- there are no areas set aside exclusively for the holders of permits
- the permit does not give exemption from other parking restrictions and laws in the PPS, these include BUS ZONE, NO PARKING ZONE, etc.
- PPSs can only be introduced in conjunction with permissive parking schemes or pay parking schemes
- only parking authorities can issue a permit
- every PPS requires display of a permit on or inside the vehicle to obtain exemption from parking restrictions
- a permit may be issued for multiple areas at the discretion of the parking authority, e.g. one permit covering residential parking and recreational parking, say at a beach or a park within their area of operations
- a permit holder can only get exemption from the times or charges when the holders vehicle is parked in a permit parking space:
 - ◆ located within a parking area or road specified in the permit
 - ◆ designated by the parking authority for use by holders of such a permit.
- PPSs will use one or more area identifiers unique to a particular parking authority. The identifier will be displayed on both the permit and the parking signs.
- the holder of a permit can park in any part of the area(s) for which the permit is applicable. See Section 11.2, *Adjoining parking authorities* and Section 17, *Parking signs*.
- the holder of a permit is not guaranteed a parking space within the PPS
- PPSs can be introduced on a street-by-street basis or on a network of streets (area-wide) basis
- information specific to the PPS must be shown on the permits. See Section 10, *Permit parking design*, for requirements
- parking signs must be as indicated in Section 17, *Parking signs*.

8.2 Features specific to special event parking schemes

Additional features of SEPSs are:

- SEPSs will only be approved on road and road related areas at or in the vicinity of major sporting, recreational, agricultural or entertainment venues
- SEPSs can be established in a network of streets using appropriate entry and exit signs. The parking restrictions only apply during special event periods nominated on the signs. See Section 17, *Parking signs*.
- a special event permit may be issued for an individual event or in areas where there are a large number of events held, e.g. Homebush Bay, an annual permit may be issued. See Section 10, *Parking permit design*.

9. Eligibility criteria

A parking authority must set a list of eligibility criteria before issuing a permit and these should be incorporated in the permit application form.

The following sections indicate the minimum eligibility criteria applicable to permits. Parking authorities may set criteria additional to those in this manual.

9.1 Business parking permit

The parking authority will determine the maximum number of permits issued for a particular BPS. This determination will be based on parking studies conducted to assess the parking demand and parking spaces available, or likely to be available, on roads and road related areas within the BPS.

Principals of the business and employees are eligible to apply for a permit.

The following eligibility criteria must be met:

- business premises has no on-site parking facility and no unrestricted on-street parking space in front of or close to the business
- supply of off-street parking facilities within the area of the BPS are inadequate to meet the parking demand
- business premises could not reasonably be modified to provide on-site parking space(s)
- vehicle registration number is recorded on the permit
- vehicle is not a truck, bus, tram or tractor
- vehicle is registered in NSW in the name of the business or an employee. For exceptions, see Section 9.6, *Interstate registered vehicles*.

9.2 Commuter parking permit

The following eligibility criteria must be met:

- only one permit is issued to a commuter
- commuter parks the motor vehicle in the CPS and walks or uses nearby public transport to a workplace remote from the CPS
- vehicle registration number is recorded on the permit
- vehicle is not a truck, bus, tram or tractor
- vehicle is registered in NSW. For exceptions, see Section 9.6, *Interstate registered vehicles*.

In addition the following guidance is offered to the parking authority:

- commuters do not have to reside in the council area where the CPS is operating
- the vehicle need not be registered in the name of the applicant but proof is required from the registered owner that the vehicle is normally used by the applicant
- the parking authority should ensure that the commuter permit holder has a reasonable chance of obtaining a parking space within the CPS.

9.3 Resident parking permit

The following eligibility criteria must be met:

- resident has no on-site parking or limited on-site parking and also has no unrestricted on-street parking available near their residence
- place of residence could not be reasonably modified to provide on-site parking space(s)
- vehicle is not a truck, bus, tram or tractor
- applicant establishes residential status within the RPS to the satisfaction of the council, e.g. entry on the electoral roll
- vehicle is registered in NSW. For exceptions, see Section 9.6, *Interstate registered vehicles*.

In addition the following guidance is offered to the parking authority:

- the vehicle need not be registered in the name of the applicant but proof is required from the registered owner that the vehicle is normally used by the applicant
- the number of permits to be issued for an area should not exceed the number of available on-street parking spaces in the area
- a maximum of one permit per bedroom in a boarding house or two permits per household. However, in exceptional circumstances, the number of permits may be increased. If the number of permits to be issued is more than three, then the approval of the RTA is required.



- when issuing permits to eligible residents who have on-site parking space(s), the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

Where the number of requests for permits exceeds the number of available on-street parking spaces, the following criteria must be used. First the applicant must have no unrestricted on-street parking space(s) in front of their residence or along their kerbside. Second the following priority order would be used to issue permits:

- (1) no on-site parking space
- (2) one on-site parking space
- (3) two or more on-site parking spaces.

Note: in this section, *household* is a house, home-unit, flat, apartment or a boarding house where one person resides alone or a group of persons reside together. A hotel is not considered a household.

9.4 Residents visitors parking permit

The number of residents visitors permits issued to a resident is a matter for the parking authority.

Eligible residents can obtain permit(s) from the parking authority unless the resident has:

- on-site parking for the visitors vehicle(s)
- unrestricted on-street parking spaces in front of their residence or along their kerbside.

The resident can then issue the permit to and retrieve it from their visitor.

To obtain a residents visitors permit, an eligible resident must apply to the parking authority with:

- the residents address
- type of visitor(s) and the reason for obtaining a residents visitors permit e.g. visiting family members, friends, carers or tradespersons
- expected duration of parking required by the visitor:
 - ◆ just for a few hours or a day, e.g. family members, friends, carers or tradespersons, or
 - ◆ a number of days on a continual basis, e.g. holiday visitors, regular visitors over a longer period, carers who visit on a regular basis or tradespersons.
- the visitors vehicle registration number in the case of visitors on a number of days on a continual basis.

Note: when a carer requires a residents visitors permit and the resident is unable to apply, then the carer may apply direct to the parking authority and be given a permit provided they provide the:

- written consent of the resident or their representative;
 - address of the residence; and
 - expected duration and frequency of use of the permit.
-

Note: in this section, *residents visitors* includes: visiting family members, friends, carers, tradespersons who come to work on local residents houses or any person whom the resident confirms as being a legitimate visitor.

9.5 Special event parking permit

The number of special event permits issued to residents or business people is a matter for the parking authority.

The permit is valid for the specific special event parking area and for the periods shown on the special event parking signs. The permit may be either issued for an individual event or in areas where there are a large number of events held annually (e.g. Homebush Bay), an annual permit may be issued.

To obtain a permit, eligible residents or business people must apply to the parking authority with:

- their name and address
- the registration number of the vehicle requiring the permit
- date(s) and location of the special event (where the application is for an individual event).

9.6 Interstate registered vehicles

Vehicles operating in NSW are subject to compliance with the STMR and the Road Transport (Vehicle Registration) Regulation 1998 and are required to be registered under the NSW Legislation.

However, as there is provision in Schedule 1, Section 9 of the Road Transport (Vehicle Registration) Regulation 1998 for vehicles to be classified as "Vehicles temporarily in NSW", a parking authority may issue a parking permit in accordance with this manual to an applicant with an interstate registered vehicle.

10. Parking permit design

10.1 General

There are two types of permits:

- long-term – an affixed label or laminated card for all classes of permit
- short-term – a disposable card for commuters, resident's visitors and low frequency special events.

The following features must be incorporated in the design of permits.

10.2 Long-term permits

These permits may be used where a number of uses are anticipated over a lengthy period of time. In such cases the permit would normally be valid for a period of 12 months.

Long-term permits must be a:

- permanently affixed label (similar to a vehicle registration label)
- laminated card (similar to an identity card).

The design of a long-term permit must include the:

- class of permit, i.e. resident, commuter, business, residents visitor or special event
- parking authority name (logo optional)
- area identifier(s). See Section 11.2, *Adjoining parking authorities*.
- expiry date
- permit number (unique alpha numeric code)
- street address of the resident in the case of a residents visitor permit
- vehicle registration number in the case of business, commuter, resident and special event permits. This condition is also applicable in the case of residents visitors permits for long-term visitors (carers, long stay visitors or trade persons).

Long-term permits must follow the form shown in:

- Figure 1 – *Business, commuter, resident & special events long-term parking permit*
- Figure 2 – *Residents visitor long-term parking permit*.

10.3 Short-term permits

Short-term permits may be used in CPS, SEPS (low frequency events) and RVPS. The duration of these permits is a few hours, one day or more up to maximum of 30 days.

Disposable “scratch” type permits may be cost-effective permits for users as the permit is used (scratched) only when a parking space is occupied.

Permit holders can pre-purchase any number of permits at a time from a parking authority or its agent and any unused permits could attract a refund from the parking authority.

Short-term permits must include the:

- class of permit, i.e. commuter, residents visitor or special event (individual event)
- parking authority name (logo optional)
- permit number (unique alpha numeric code)
- expiry date
- area identifier. See Section 11.2, *Adjoining parking authorities*.
- the months, dates and days of the week which need to be “scratched”
- street address of the resident in the case of a residents visitor permit
- vehicle registration number in the case of a commuter parking or special event permits.

Short-term permits must follow the form shown in:

- Figure 3 – *Commuter & special event short-term parking permit*
- Figure 4 – *Residents visitor short-term parking permit*.

10.4 Use of permits

Instructions and conditions of use must be made available to the permit holder. This could be by inclusion on the rear of the permit or by some other suitable means. The following list must be included:

- permit is displayed on the left-hand side of front windscreen or on the inside of a window on the left-hand side of the vehicle.
- permit must be clearly visible to an authorised officer
- permit is not transferable
- if circumstances change and the permit holder doesn't meet the eligibility criteria, the permit is no longer valid and must be returned to the parking authority
- RVPS permits must be returned to the resident after use or expiry
- misuse of this permit is an offence.



To assist the user the parking authority should also make the following available:

- information on 'where to get the permit'
- how to use the permit
- what happens when the permit expires, i.e. does the parking authority send out a renewal notice or is the onus on the permit holder.

11. Operation

11.1 General

A PPS may be established and operated on road and road related areas following consideration and approval if necessary by the relevant authority. An application is required to obtain a permit from the relevant parking authority. A valid permit must be displayed when the vehicle is parked in the permit parking space or area nominated on the permit.

The permit always remains the property of the issuing parking authority.

A motorist may have more than one class of permit, e.g. a resident permit and a commuter permit for two different areas within a parking authority area or from two different parking authorities.

See Section 10, *Parking permit design*, for details of information required on permits and methods of displaying these permits in or on a vehicle.

11.2 Adjoining parking authorities

Parking authorities wishing to introduce PPSs must consult with neighbouring parking authorities in respect of any parking issues in the adjoining area.

Where neighbouring parking authorities introduce similar PPSs, they must ensure that identical area identifiers are not used on the parking signs near their boundaries. Using identical area identifiers would create problems for both permit users and authorised officers.

To overcome such problems, parking authorities may use an area identifier comprising alphabetic letter(s) preceding a number to distinguish each parking authority.

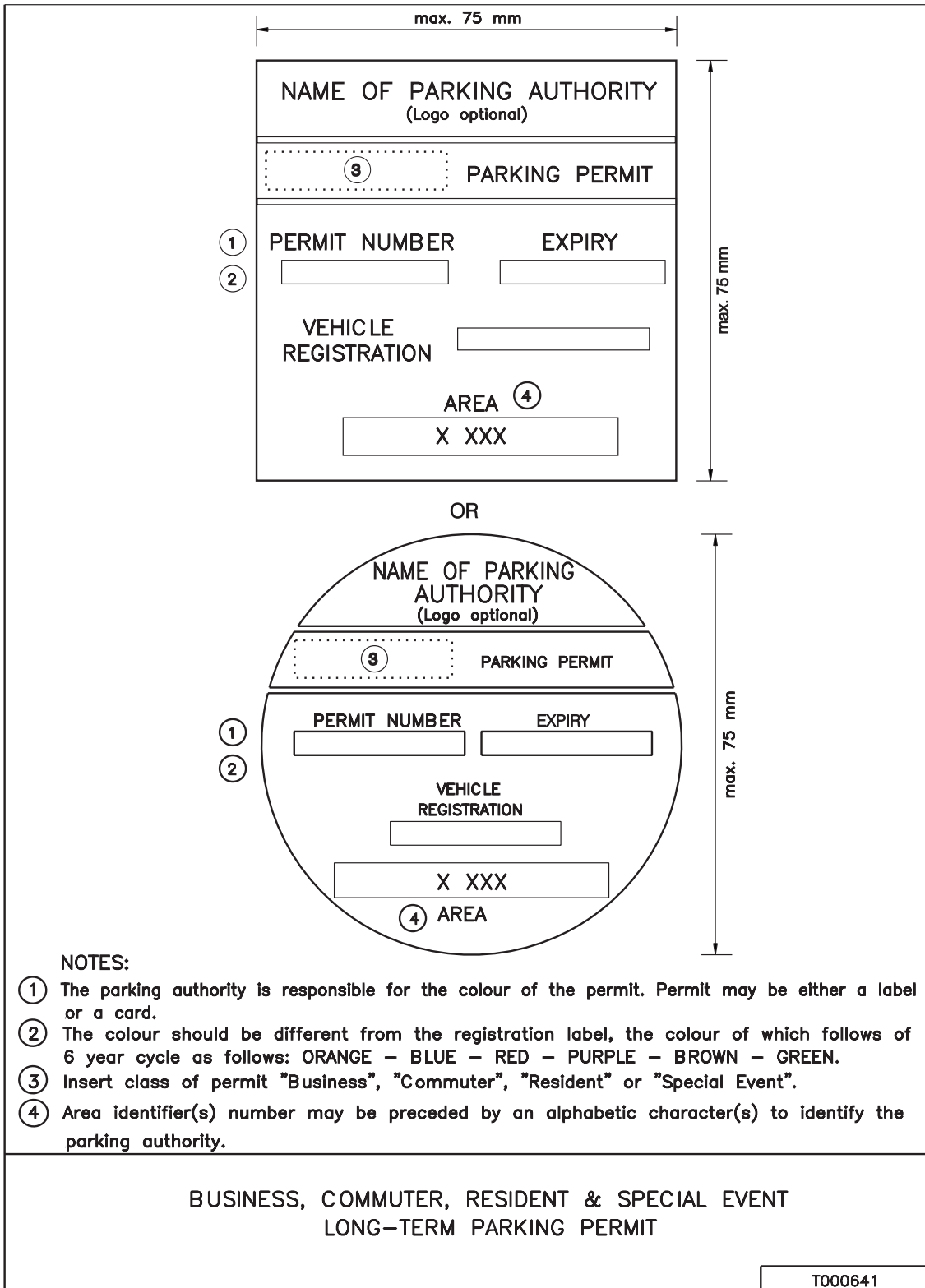


Figure 1

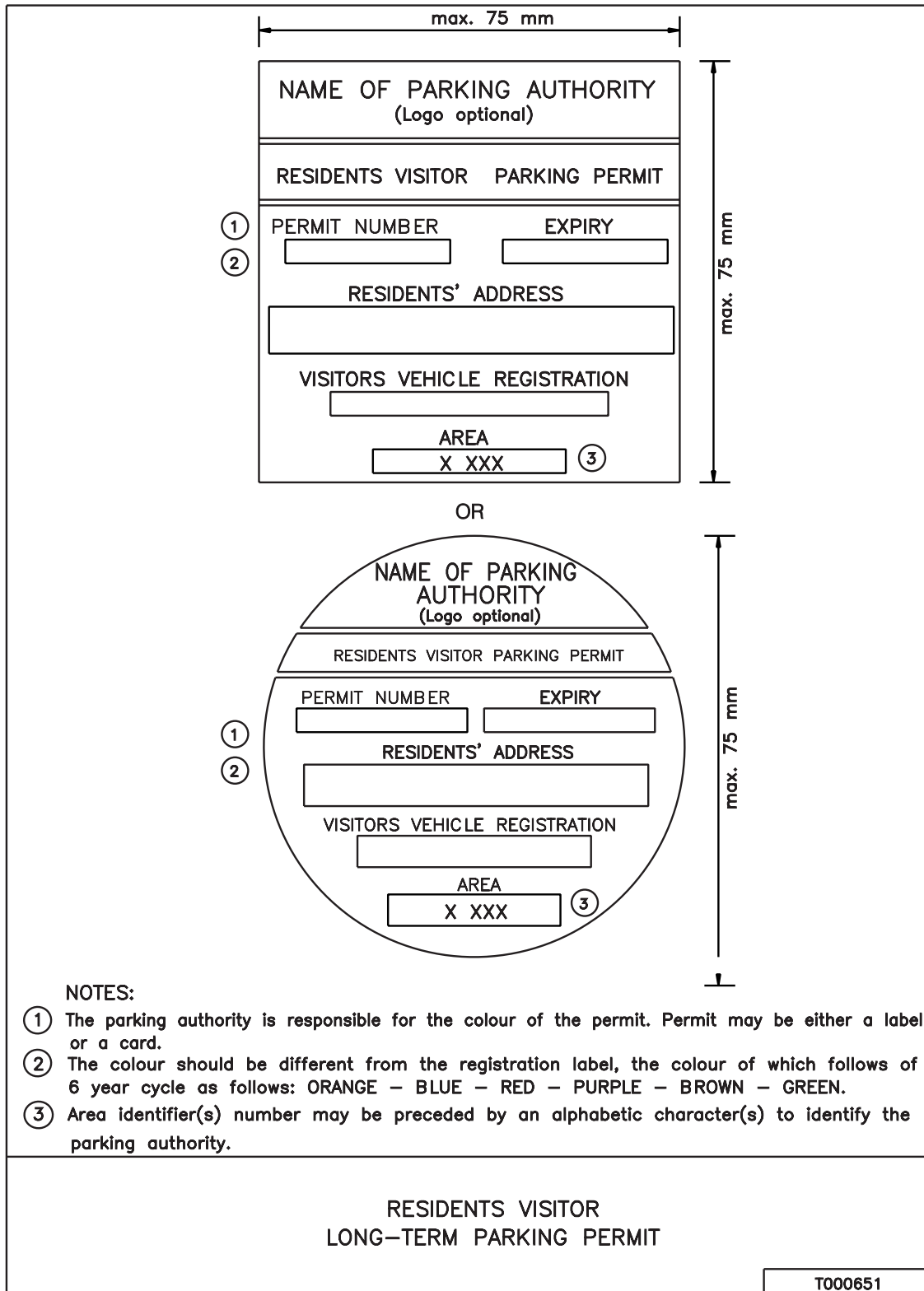


Figure 2

75 mm

NAME OF PARKING AUTHORITY
(Logo optional)

②

 PARKING PERMIT

Permit Number:

Expiry:

Area: ③

Vehicle Registration:

Instructions:

 ① 1. Scratch 3 squares to denote day, month, and date of use of permit.

DAY						
SUN	MON	TUE	WED	THU	FRI	SAT
MONTH						
JAN	FEB	MAR	APR	MAY	JUN	
JUL	AUG	SEP	OCT	NOV	DEC	
DATE						
1	2	3	4	5	6	
7	8	9	10	11	12	
13	14	15	16	17	18	
19	20	21	22	23	24	
25	26	27	28	29	30	
31						

MISUSE OF THIS COUPON
IS AN OFFENCE

160 mm

NOTES:

① The parking authority is responsible for the colour of the permit.

② Insert class of permit "Commuter" or "Special Event".

③ Area identifier(s) number may be preceded by an alphabetic character(s) to identify the parking authority.

COMMUTER & SPECIAL EVENT SHORT-TERM PARKING PERMIT

T000643

Figure 3

75 mm

①

NAME OF PARKING AUTHORITY
(Logo optional)

RESIDENTS VISITOR PARKING PERMIT

Permit Number:

Expiry:

Area: ②

Residents address

Instructions:

1. Scratch 3 squares to denote day, month, and date of use of permit.

DAY						
SUN	MON	TUE	WED	THU	FRI	SAT
MONTH						
JAN	FEB	MAR	APR	MAY	JUN	
JUL	AUG	SEP	OCT	NOV	DEC	
DATE						
1	2	3	4	5	6	
7	8	9	10	11	12	
13	14	15	16	17	18	
19	20	21	22	23	24	
25	26	27	28	29	30	
31						

MISUSE OF THIS COUPON
IS AN OFFENCE

160 mm

NOTES:

① The parking authority is responsible for the colour of the permit.

② Area identifier(s) number may be preceded by an alphabetic character(s) to identify the parking authority.

RESIDENTS VISITOR SHORT-TERM PARKING PERMIT

T000642

Figure 4

12. Fees

A parking authority may levy a fee for issuing permits in respect of any vehicle for parking in a PPS within their area of operations. The question of imposing a fee and the amount of that fee is entirely a matter for the parking authority. However, the fee should not be set with the intention of making a profit but to recoup the costs associated with administering, operating and maintaining the scheme.

In the case of a council, the fees levied for issuing permits are to be fixed by resolution of the council.

In the case of a declared organisation, the fees levied for issuing permits may be subject to review by RTA.

13. Enforcement

Enforcement is carried out by police officers or authorised officers in accordance with the *Road Transport (General) (Short Descriptions and Penalty Notice Offences) Regulation 1999*. The parking authority approves authorised officers.

The following constitute an offence in a permit parking space or area:

- parking without a permit for longer than the period (time limit) shown on the signs
- the fraudulent use of permits, i.e. use of permits not issued by the appropriate parking authority
- use of permits not applicable to the area
- use of defaced or incorrectly “scratched” or wrongly displayed permits which cannot be read from outside the vehicle by an authorised officer
- use of an expired permit
- use of a permit not applicable to the vehicle or address.

14. Parking studies

A parking study must be carried out for any new permit parking proposal to establish the:

- (a) supply and demand situation applying in the area concerned
- (b) type of parkers e.g. business persons
- (c) enforcement levels and difficulties
- (d) number of spaces that can be provided
- (e) appropriate time restrictions, and
- (f) fees for various types of permits.



A parking study also helps to assure the community that the proposal is justified and is not simply a revenue raising mechanism for the parking authority. See Section 12, *Fees*.

The parking study also needs to place the proposal in the context of transport management objectives for the area to establish that it supports those objectives rather than being in conflict with them.

The level of detail of the parking study will depend on the location and the magnitude of the proposal. For any proposal involving erection of permit parking signs, requiring approval or concurrence, the parking study results must be supplied to RTA or the Local Traffic Committee as appropriate.

In the case of a declared organisation, the parking study report in relation to the erection of permit parking signs would be submitted to RTA.

15. Approval procedure

Approval of any PPS proposal by council must be in accordance with the current instrument of delegations issued under Section 50 of the *Transport Administration Act 1988*.

When the parking authority is a Council, it must discuss any PPS proposal with its Local Traffic Committee and consider the Local Traffic Committee's views before its introduction.

Declared organisations must discuss any PPS proposal in its area of operations with council and/or RTA. The declared organisation would ultimately submit the proposal to council or RTA for approval to enable parking signs to be erected or displayed in relation to permit parking.

Following approval and implementation, declared organisations may keep a record of traffic control devices (parking signs, pavement markings, etc.), in addition to records kept by council and RTA.

Council and RTA records must include the:

- type of traffic control device and location
- time and date of completion of installation; display, alteration or removal.

RTA approval is required for PPS proposals on classified roads.

16. Commuter parking trial

Councils can only introduce CPSs on a 12 months trial basis. The prior approval of RTA is required, see Section 6.1, *RTA*. It is important to assess the public transport usage prior to the trial and monitor the scheme during the trial period. At the end of nine months, market research is to be carried out to assess the impacts the commuter parking scheme has on public transport usage, commuters and local residents. Final evaluation should be

carried out at the end of the trial period with RTA being advised of the results of the evaluation.

Council must carry out all the preliminary work, including a parking study of the area(s) where commuter parking is planned to be introduced and discussions with various stakeholders, namely, RTA, Department of Transport, Police Service, adjoining councils, and local resident and commuter groups if appropriate.

See Appendix A, *Trial commuter parking schemes* for details of the information to be provided and the evaluation criteria for these schemes.

17. Parking signs

Permissive parking signs as prescribed in STMR Part 8 clause 131 and ARR rule 204 must be used in the implementation of period parking and pay parking schemes.

For all new PPSs the period parking signs must have the words PERMIT HOLDERS EXCEPTED and an area identifier to allow permit holders exemption from the period restrictions or charges for parking.

At existing RPSs and where an RVPS is being introduced to an existing RPS, period parking signs utilising the words AUTHORISED RESIDENTS VEHICLES EXCEPTED may be retained as the STMR provides for their continued use.

While these old AUTHORISED RESIDENTS VEHICLES EXCEPTED parking signs remain enforceable, they should be replaced as dictated by maintenance needs with new signs incorporating the words PERMIT HOLDERS EXCEPTED.

The class of permit, e.g. resident, is not shown on the parking sign but will be identified on the permit. The parking sign will show the area identifier. This must correspond with the area identifier shown on the permit.

The exception is that a SEPS parking sign will include the words SPECIAL EVENT PARKING AREA.

Examples of parking signs are shown in:

- Figure 5 – *Permit parking signs*
- Figure 6 – *Special event parking area signs*

See Section 15, *Approval procedure* for record keeping requirements.

18. Funding

All costs associated with the establishment and operation of a PPS on roads and road related areas must be met from parking authority resources. This will also include administration, enforcement and the provision and maintenance of parking control signs.



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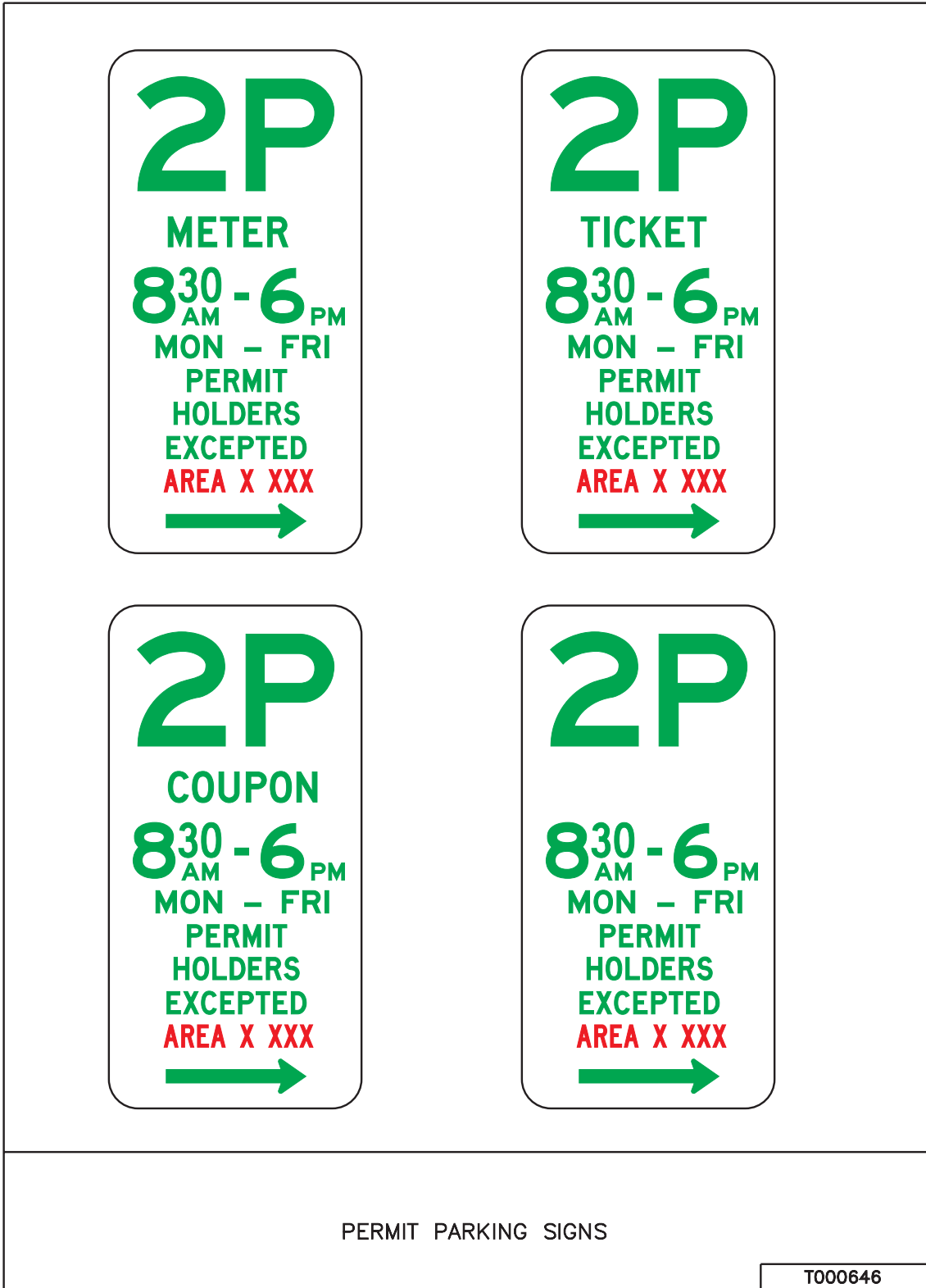


Figure 5

SIGN	NUMBER	USE
	R5-60-4	ENTRANCE TO SCHEME FROM MAJOR ARTERIALS
	①	
	R5-207-2	
	R5-61-4	ALL OTHER ENTRANCES TO SCHEME
	①	
	R5-207-1B	
	R5-62-4	INTERNAL OR REPEATER, WITHIN SCHEME
	R5-207-1A	
	R5-63-4	EXIT FROM SCHEME
<p>NOTES: ① TIME PANELS ARE REMOVABLE TO SUIT EVENT AND TO DISPLAY 'NOT CURRENTLY IN USE' PANEL , SAMPLES ONLY</p>		
<p>SPECIAL EVENT PARKING AREA SIGNS</p>		
		<p>T000691</p>

Figure 6



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Appendix A Trial commuter parking schemes

This appendix provides the details that the parking authority must submit to RTA prior to implementing a commuter parking trial and criteria to be used in its evaluation.

Parking authorities proposing a trial commuter parking scheme, must submit to RTA for its evaluation the following details:

- purpose of the scheme
- how the scheme is expected to interact with public transport usage
- extent of the scheme, length of kerbside to be signposted from unrestricted parking to period parking, meter parking or pay parking
- total number of parking spaces available within the scheme and the maximum number of parking permits to be issued
- estimate of the number of parking permits to be issued to motorists working in the nearby areas and the number of motorists using public transport to get to their work place
- sample of the actual parking permit (including whether it is long-term or short-term, see Section 10, *Parking permit design*)
- eligibility criteria
- how and where the parking permits are to be obtained
- how the trial is going to be monitored and evaluated
- benefits to the community.

RTA's criteria for evaluation of the trial commuter parking scheme(s) will include:

- ease of use of the parking permits
- ease of understanding of the scheme by motorists
- ease of display of the parking permit on or inside a vehicle
- ease of enforcement
- fraud proof features
- administrative simplicity
- impacts on the public transport
- benefits to the community.

